

APPENDIX S

ROUTING INSTRUCTION NOTES (RIN) LIST KEY TO NUMBER SERIES

100 - ANY MODE OF TRANSPORTATION

200 - RAIL TRANSPORTATION

300 - MOTOR TRANSPORTATION

400 - OTHER MODES (AIR, WATER)

RIN No.	INSTRUCTION
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102	Annotate bill of lading (BL): "Security escort vehicle service requested."
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103	Annotate BL: For in-transit emergencies involving DOD hazardous material (HAZMAT) shipments (excluding explosives) contact the Non-explosive HAZMAT HOTLINE at 1 (800) 851-8061 or 1 (804) 279-3131. For explosives shipments, contact Army Operations Center, collect 1 (703) 697-0218/0219 ask for Watch Officer. For DSC Safe Haven call: 1 (800) 524-0331.
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104	Shipper will request the carrier to provide dual driver protective service. Annotate BL: "Dual driver protective service requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
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105	Annotate BL: "Use of Signature and Tally Record requested. DD Form 1907 furnished to carrier."
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107	Annotate BL: "Move shipment by door-to-door trailer-on-flatcar (TOFC) service."
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108	Shipper will request the carrier to provide dual driver protective service with national agency check. Annotate BL: "Dual driver protective service with national agency check requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
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109	Annotate BL: "Carrier to load and unload."
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110	Annotate BL: "Loading performed by ("carrier" or "shipper"); unloading performed by ("carrier" or "consignee")."
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111	Annotate BL: "Shipper to load and consignee to unload." Does not apply to towaway shipments.
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RIN No.	INSTRUCTION
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112	Annotate BL: "Flame or heat producing tools will not be used to remove security devices."
113	Annotate BL: "Protective security service required. Signature and Tally Record (DD Form 1907) furnished to carrier."
114	Except for movements requiring motor surveillance service, annotate BL: "Carrier to notify (name of consignor and consignee with duty and 24-hour non-duty telephone numbers) immediately if shipment is delayed en route because of an accident or incident. If neither can be reached, contact the CONUS-wide MTMC HOTLINE at 1 (800) 524-0331. Use HOTLINE number to obtain safe haven or refuge instructions in the event of a civil disorder, natural disaster, carrier strike or other emergency."
115	Export: When a shipment is consigned overseas direct, or is forwarded to a port for export, annotate BL: "For Export."
116	Annotate BL: "Released value not exceeding \$20,000 for each vehicle in the shipment."
117	Annotate BL: "Released value not exceeding (released value amount of shipment in each vehicle as furnished in route orders) per vehicle."
121	Annotate BL: "Department of Defense shipment. No export declaration or license required."
122	Annotate BL: "Foreign Military Sales shipment."
123	On BL separate from weight of freight being shipped, show weights, each separately, for pallets, platforms, skids, dunnage, bulkheads, partitions, and door protection. (NOTE: When shipped by motor, rate includes free transportation of dunnage and pallets when minimum weight per vehicle is assessed. When shipped by rail, rate also includes free transportation of dunnage not in excess of 2,000 pounds. Weight in excess of 2,000 pounds will be charged at the rate for commodity shipped.)
131	Use alternate route only when initial carrier cannot provide equipment and service is to best advantage of the Government, or when there is not sufficient tonnage to meet minimum weight requirements of the lowest-rated carrier and use of higher alternate carrier will result in lower transportation charges.

RIN No.	INSTRUCTION
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141	Load entire shipment on (number of vehicles or cars as provided in route order). If unable to comply, withhold shipment and notify MTMC routing office.
143	Annotate BL: "DOD Constant Surveillance Service requested. Signature and Tally Record (DD Form 1907) furnished to carrier." Contact DSC Hotline at 1 (800) 524-0331 to obtain Safe Haven or Refuge instructions in the event of civil disaster, natural disaster, carrier strike or other emergency.
146	Transmit REPSHIP to consignee same day shipment is moved.
147	Forward REPSHIP to CONUS water terminal and Water Clearance Authority. REPSHIP format is prescribed in this regulation, Chapter 204.
153	If rocket motors are shipped in a propulsive state, route order is valid only if shipment is approved by the cognizant military authority designated in the following: <ul style="list-style-type: none"> a. ATA Hazardous Materials Tariff, ATA 111 series b. Code of Federal Regulations (CFR) Title 49.
155	Shipment must comply with all requirements of: <ul style="list-style-type: none"> a. ATA Hazardous Materials Tariff ATA 111 series b. Bureau of Explosives Tariff, BOE-6000 series c. CFR Title 49 Parts 100-177.
156	Annotate the BL with the total quantity and weight of MILVAN restraining bars.
157	Apply seals to restrained MILVANs and annotate seal numbers on the BL.
158	(Name of carrier(s) as provided in Route Order) is/are disadvantaged woman-owned and is/are considered service and cost competitive on this standing route order. Shipper will establish a goal of offering this/these carrier(s) up to 25 percent of the tonnage. This is a goal, not a quota. The amount of traffic offered will depend upon carrier capability and length of time competitive, which may preclude the ability to handle as much as 25 percent of the tonnage.
200	Request Military Traffic Expediting Service (MX) and provide to the MTMC DSC In-transit Visibility Office (DSN 927-8530/7477 or Commercial (757) 878-8350/7477) the shipment information and rail car initials and numbers.

RIN No.	INSTRUCTION
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201	<p>a. Annotate BL: “Tank Surveillance Service Requested.”</p> <p>b. Provide the MTMC DSC In-transit Visibility Office (DSN 927 8530/7477 or Commercial (757) 878-8350/7477) with shipment information and rail car initials and numbers.</p>
202	<p>a. Annotate BL: “Rail Surveillance Service Requested.”</p> <p>b. Provide the MTMC DSC In-transit Visibility Office (DSN 927 8530/7477 or Commercial (757) 878-8350/7477) with name of consignee and its duty and 24-hour non-duty telephone numbers and rail car initials and numbers.</p>
203	If rail shipment is over 11 feet wide and/or over 15 feet high from top of the rail car, shipper is to obtain Railway Line Clearance Number from the carrier and note it on the front of the BL.
205	Annotate BL: “Rail armed guard surveillance service requested.”
206	Emergency Response Information for this shipment must appear on the front of the BL or shipping paper.
207	<p>a. Annotate BL: “Rail Inspection Service Requested.”</p> <p>b. Provide the MTMC DSC In-transit Visibility Office (DSN 927 8530/7477 or Commercial (757) 878-8350/7477) with shipment information and rail car initials and numbers.</p>
209	Annotate BL: “Delivery carrier must notify consignee (name of consignee with duty and 24-hour non-duty telephone numbers) immediately when rail car(s) delivered.”
212	If applicable, standard railcar substitution is to be provided in accordance with MFTRP-10, item 480.
216	Describe all items as “Military impedimenta” on BL and cite tender authority as provided in Route Order. The BL must show car number and weight of lading for each car used and the separate dunnage weight for each car. Army Tractor Tanks (including USMC tanks); tractors, artillery towing, crawler type; and tractors, tracked, utility vehicles must be separately identified and described on the same BL.
220	Bi-level railcars restricted for loading of powered vehicle units only.

RIN No.	INSTRUCTION
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230	Annotate BL: "Temperature controlled railcar service requested and furnished. Temperature to be maintained at (required temperature in Fahrenheit degrees)."
246	Prior to release of shipment, obtain receiving approval from consignee for rail shipment as required by the Transportation Facility Guide.
268	Rail Demurrage charges are shown in carriers tender, Section F, accessorial code DM.
271	Allow space in doorway of car for heater frames as follows: 2' X 4' space for Fairbanks area (Fort Wainwright, Eielson AFB, and Fort Greely) and 2' X 2' space for Anchorage area (Fort Richardson, Elmendorf AFB, and Kulis ANG). Pallet boards and/or side racks must be in place to assure proper circulation of heated air.
272	<p>a. Prior to ordering equipment, the shipper will contact CN Aquatrain, 1150 Station Street, Vancouver, British Columbia, V6A2X7, telephone (604) 665-4360 or 4205, facsimile (604) 665-4362, telex no. 045-3196, to request a space permit and furnish the following information:</p> <ol style="list-style-type: none"> (1) Origin (2) Consignee (3) Destination (4) Commodity (5) Weight (6) Proposed shipping date (7) Dimensions, if high and/or wide load. <p>b. The shipper will notify the origin rail carrier of the permit number when an order is placed for empty cars. The permit number will be annotated by the shipper in the "description of articles" block of the BL. As soon as rail cars are loaded, the shipper will notify CN Aquatrain of:</p> <ol style="list-style-type: none"> (1) Car number (2) Date shipped

RIN No.	INSTRUCTION
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	(3) Complete-Routing
	(4) Permit number.
314	Annotate BL: "Emergency response information for this motor shipment is indexed by UN number and is located in the 2000 Emergency Response Guidebook (ERG2000)."
323	When vehicles move in combination drive-away service, annotate BL: "Carrier is to disconnect drive shaft of towed vehicle at origin and reconnect at destination."
331	Annotate BL: "Carrier will notify consignee (name of consignee with telephone number) 24 hours prior to delivery of shipment."
332	On BL for shipments of overdimensional freight by specialized carrier, enter height of material from ground and width of material after loaded on carrier equipment. On BL covering overweight shipments, show length, width, and height, including the loaded shipment weight and weight of the carrier equipment.
337	Satellite motor surveillance service requested. In event of system failure, driver must immediately notify the motor carriers dispatcher who will immediately notify DTTS at 1 (800) 826-0794. The driver must subsequently provide DTTS a telephonic location/status report every 4 hours, with a final telephonic report upon delivery at destination.
342	When shipments require transportation protective service, or when shipments of ammunition and/or explosives are routed by motor, consignor will: <ul style="list-style-type: none"> a Consult consignee TFG record to determine hours delivery will be accepted. b. Annotate BL with the hours consignee will accept delivery.
346	Annotate BL: "Motor surveillance service requested. Driver must call DTTS at 1 (800) 826-0794 before departing origin activity and every 8 hours thereafter to furnish shipment location/status. A final call must be made upon delivery at destination."
347	Enter the seal number in block 24 of BL and annotate BL: "Exclusive use of vehicle, dromedary, or 410 dromedary (as applicable), requested by the government. Do not break seals except in case of emergency or upon prior authority of the consignor or consignee. If broken for emergency reasons, apply carrier seals as soon as possible and immediately notify the consignor and the consignee. (Show name of consignor and consignee with duty and 24-hour non-duty telephone numbers.)"

RIN No.	INSTRUCTION
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348	Annotate BL: "If shipper seal(s) are applied. Carrier may remove seal(s) and replace with equivalent seal(s). If seals are broken in emergencies, notify consignor (show name of consignor with duty and 24-hour non-duty telephone numbers) as soon as possible. Carrier must annotate seal changes on BL."
350	Annotate BL: "Expedited service requested."
351	Carrier is approved to trip lease. "Trip leased carriers must be DOD approved."
353	Route Order valid only when permit authorities have approved carrier request for permit(s) or to release of shipment, carrier must advise the Transportation Officer, by facsimile, that the permit(s) application has been approved and must sign a statement to that effect. Annotate BL: "Carrier has obtained all necessary permits. If permit(s) are not obtainable, withhold shipment and notify the MTMC DSC."
356	Pickup carrier represents a shipper agent, shipper association, or a freight forwarder. These carriers are not required to have documentation showing such affiliation, therefore, do not ask driver for copy of trip-lease permanent lease.
357	Shipper to verify DOD Driver ID requirements.
366	Annotate BL: "Temperature control van service requested and furnished. Temperature to be maintained at (required temperature in Fahrenheit degrees)."
367	When ordering equipment, notify carrier that shipment must not be transported in trip-leased equipment. Annotate BL: "This shipment must not be transported in trip-leased equipment."
369	This shipment requires state permits. Accessorial charges will be assessed if shipment is in the carrier's possession during a weekend. Unless delivery requirements dictate otherwise, tender shipment to carrier to avoid weekend accessorial charges.
435	Each shipment of hazardous materials must be packed, marked, loaded, stowed, secured, and unloaded in accordance with the applicable rules and special instructions in CFR Title 49 Parts 172 through 178.

RIN No.	INSTRUCTION
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436	Provide full instructions on special handling procedures and precautions necessary for safe shipment, including a completed DD Form 836 or other written statement containing the same information. The aircraft commander will also be instructed on the DD Form 836 that accidents, seal breakage, and delays exceeding 6 hours will be reported immediately by automated means to the consignor or consignee. The report must include all pertinent information. Provide qualified personnel to supervise the loading and unloading of each shipment.
438	Shipper will schedule movement to ensure arrival at destination during normal working hours and will notify consignee by telephone of the estimated arrival time of aircraft as soon as information is available.
442	When shipments of sensitive material are routed by air taxi, consignor will: <ul style="list-style-type: none"> a. Notify carrier of pending move and record date, time and individual contacted. b. Advise consignee of estimated time shipment can be picked up. c. Tender each shipment on a separate BL. d. Document and report all carrier failures to provide pick-up service as scheduled, unless additional time has been agreed to by shipper.
446	Ensure all aircraft transporting hazardous/explosive material are staffed with IFR qualified pilot in command and copilot. Also, ensure that only aircraft identified on the MTMC approved list are used to transport hazardous/explosive material. Report any service failures.
447	Instruction: Advise Water Clearance Authority (WCA) by priority message or telephone of the serial number of the container used for loading each TCN assigned by the releaser.
450	Annotate BL: "Signature and tally record service requested."

APPENDIX T

DEFENSE FREIGHT RAIL INTERCHANGE FLEET (DFRIF) **CAR REPORT FORMATS**

A. CAR RECEIVING AND/OR FORWARDING FORMAT FOR DFRIF CAR REPORTS

Field Number: 1

Card Column: 1

Field Description and Instruction: DOCUMENT IDENTIFIER (DI). Enter code from following:

<u>Code</u>	<u>Description</u>
R	Car received loaded or empty
S	Car forwarded loaded

Field Number: 2

Card Column: 2-7

Field Description and Instruction: REPORTING ACTIVITY. Enter the Department of Defense Activity Address Code (DODAAC) of the reporting activity. Authorized codes are listed in Department of Defense Manual 4000.25-6-M, Part I, Department of Defense Activity Address Directory (DODAAD), <http://web7.whs.osd.mil/html/4000256m.htm>.

Large military activities with more than one code assigned will use the DODAAC assigned to the activity's Transportation Office (TO). If the reporting activity is a contractor that has not been assigned a code, the Department of Defense (DOD) Component or other government agency requesting the use of DFRIF cars is responsible for obtaining a code for the contractor from the Commander, Military Traffic Management Command, Deployment Support Command (MTMC DSC), Attn: MTDC-RF, 661 Sheppard Place, Fort Eustis VA 23604-5000. MTMC DSC will assign a code for the contractor and notify the requesting activity.

Field Number: 3

Card Column: 8-13

Field Description and Instruction: CAR NUMBER. Enter the six-position road number of the DFRIF or commercial in-leased car. Precede car numbers of less than six positions with zeroes (Example: 001234).

Field Number: 4

Card Column: 14-19

Field Description and Instruction: ORIGIN ACTIVITY. Enter DODAAC of the activity or contractor shipping the empty or loaded DFRIF or commercial in-leased car.

Field Number: 5

Card Column: 20-25

Field Description and Instruction: DATE. Enter date the DFRIF or commercial in-leased car was received or forwarded, constructed as follows:

<u>CC</u>	<u>Description</u>
20-21	Calendar year-00, 01, etc.
22-23	Month-01 for January, 02 for February, etc.
24-25	Calendar day of month. Precede single-digit dates with a zero (Example: Show 9 January 2001 as 010109).

Field number: 6

Card Column: 26

Field Description and Instruction: LOAD IDENTIFICATION. Enter "L" for loaded or "E" for empty to indicate the load status of the car.

Field Number: 7

Card Column: 27-32

Field Description and Instruction: DESTINATION ACTIVITY. Enter the DODAAC of the activity or contractor receiving the DFRIF or commercial in-leased car.

Field Number: 8

Card Column: 33

Field Description and Instruction: MAINTENANCE STATUS (M/S). Enter M/S code applicable to the DFRIF or commercial in-leased car received or forwarded.

<u>Code</u>	<u>Description</u>
B	Bad order; not available for loading or movement.
O	Operational; available for loading or movement.

Field Number: 9

Card Column: 34-35

Field Description and Instruction: TOTAL LINES. Enter total number of single-line transactions included in the report. Precede less than 10 single-line transactions with a zero. The total lines entry on the final single-line entry must agree with the final entry under Field Number 10, LINE NUMBER.

Field Number: 10

Card Column: 36-37

Field Description and Instruction: LINE NUMBER. Assign a sequential line number, beginning with 01, for each single-line transaction in the report. Final line number assigned must agree with final entry under Field Number 9, TOTAL LINES.

B. CAR UNLOADED FORMAT FOR DFRIF CAR REPORTS

Field Number: 1

Card Column: 1

Field Description and Instruction: DOCUMENT IDENTIFIER (DI). Enter the following code:

<u>Code</u>	<u>Description</u>
U	Car unloaded.

Field Number: 2

Card Column: 2-7

Field description and Instruction: REPORTING ACTIVITY. Enter the DODAAC of the reporting activity. Authorized codes are listed in Department of Defense Manual 4000.25-6-M, Part I. Large military activities with more than one assigned code will use the DODAAC assigned to the activity's TO. If reporting activity is a contractor that has not been assigned a code, the DOD Component or other government agency requesting the use of DFRIF cars is responsible for obtaining a code for the contractor from the Commander, MTMC DSC, Attn: MTDC-RF, 661 Sheppard Place, Ft Eustis VA 23604-5000. MTMC DSC will assign a code for the contractor and will notify the requesting activity.

Field Number: 3

Card Column: 8-13

Field Description and Instruction: CAR NUMBER. Enter the road number of the DFRIF or commercial in-leased car. Precede car numbers of less than six positions with zeroes (Example: 001234).

Field Number: 4

Card Column: 14-19

Field Description and Instruction: CAR LOCATION. Enter the DODAAC for the activity where the car was actually unloaded.

Field Number: 5

Card Column: 20-25

Field Description and Instruction: DATE. Enter the date the DFRIF or commercial in-leased car was unloaded, constructed as follows:

<u>CC</u>	<u>Description</u>
20-21	Calendar year-00, 01, etc.
22-23	Month-01 for January, 02 for February, etc.
24-25	Calendar day of month. Precede single-digit dates with a zero (Example: Show 9 January 01 as 010109).

Field Number: 6

Card Column: 26

Field Description and Instruction: MAINTENANCE STATUS (M/S). Enter M/S code applicable to the DFRIF or commercial in-leased car unloaded.

<u>Code</u>	<u>Description</u>
B	Bad Order; not available for unloading or movement.
O	Operational; available for unloading or movement.

Field Number: 7

Card Column: 27-28

Field Description and Instruction: TOTAL LINES. Enter the number of single-line transactions included in the report. The total lines entry on the final single-line transaction must agree with the final entry under Field number 8, LINE NUMBER.

Field Number: 8

Card Column: 29-30

Field Description and Instruction: LINE NUMBER. Assign a sequential line number, beginning with 01, for each single-line transaction in the report. Final line number assigned must agree with final entry under Field Number 7, TOTAL LINES.

APPENDIX U

EXPORT TRAFFIC RELEASE REQUEST (ETRR) PROCEDURES

A. DATA ELEMENTS FOR EXPORT REQUEST, OFFER, ACCEPTANCE, AND RELEASE CYCLE

Data element number: 1

Number of characters: 3

Field title and entry instructions: DOCUMENT IDENTIFIER. A unique coded identifier for each data transaction or message line transmission in the export request, offer, acceptance, and release cycle.

<u>Data Transaction</u>	<u>Line Title Identifier</u>
R11	Proposed Release Unit Header
R14	Proposed Release Unit Remarks
R21	Shipment Unit Header
R23	Outsize Specification
R24	Shipment Unit Remarks
R51	Release Unit Header
R52	Routing Data
R53	Bill of Lading Notes
R54	Routing Instructions Remarks
R55	Consignment Instructions Remarks
R56	Container Release Data
RTD	Delay of Export Traffic Release (ETR)
RT1	Cancellation of ETR
R1A	Acknowledgment of Receipt of Ammunition ETR

Data element number: 2

Number of characters: 6

Field title and entry instructions: REQUESTER. The Department of Defense Activity Address Code (DODAAC) of the activity requesting an ETR. Codes may be obtained from Department of Defense Manual 4000.25-6-M, Part I, Department of Defense Activity Address Directory (DODAAD), and from the on-line Transportation Facilities Guide (TFG).

Data element number: 3

Number of characters: 7

Field title and entry instructions: REQUESTER IDENTIFIER. Date/Time Group (Zulu Time) of initiation of ETRR. No two requests from the same requester will bear the same Requester Identifier. The first three digits indicate the Julian Date and the last four digits embody the 24-hour time of the request. Thus a request made on 11 February at 4:45 p.m., Eastern Standard Time, would bear a Requester Identifier as follows: "0422145."

Data element number: 4

Number of characters: 6

Field title and entry instructions: SHIPPER. DODAAC of activity making physical shipment. Codes may be obtained from the DODAAD and from the appropriate TFG. In cases where no DODAAC is assigned, enter "9" followed by the first five digits of the Zone Improvement Plan Code and use data element 13 Remarks proposed release unit (PRU) to show shipping point and state, and railroads serving shipper facility, including private siding description.

Data element number: 5

Number of characters: 3

Field title and entry instructions: DATE AVAILABLE. Earliest Julian Date that PRU is to be available for movement from shipping point. When the entry in data element 11 (Daily Flow Factor) is other than "00," show the earliest date shipment can begin.

Data element number: 6

Number of characters: 1

Field title and entry instructions: LADING TERMS CODE. Coded indication of type bill of lading (BL), free on board (FOB) terms, or other considerations. The lading terms should not be confused with the Foreign Military Sales (FMS) Condition of Sales contained in the shipment unit Transportation Control Number (TCN) (R21, record position (rp) 23. See data element 14).

<u>Code</u>	<u>Lading terms</u>
A	FOB ORIGIN.
B	FOB PORT. Source load container shipments. The Government is responsible for transportation from the ocean carrier's terminal to destination. This is "K" terms ocean service. The Shipper is responsible for obtaining an empty SEAVAN from the ocean carrier and returning it loaded to the ocean carrier, See code "H" FOB PORT.
C	FOB PORT. Non-Containerized shipments. Shipper is responsible for transportation to a military or ocean carrier terminal.
D	FOB VESSEL. Shipper is responsible for transportation to port and for vessel loading costs.
E	FOB OTHER. Describe lading terms in remarks field.
F	FOB ORIGIN. CBL conversion to GBL at transshipment point.
G	FOB INTERMEDIATE POINT OR PORT. Container service. Vendor is responsible for obtaining empty container and returning loaded container to intermediate port or point. Government is responsible for transportation from that point. An example of a shipment using this lading code would be material procured FOB East coast for a destination in the far East. The vendor would bring the shipment to an East coast port and the Government would arrange for transportation using "M"-term container service. Describe further in remarks.
H	FOB PORT. Commissary and Non-appropriated Funds (NAF) shipments.

Data element number: 7

Number of characters: 2

Field title and entry instructions: SHIPMENT UNITS. Number of shipment units included in PRU.

Data element number: 8

Number of characters: 5

Field title and entry instructions: NUMBER OF PIECES (PRU). Number of pieces comprising the PRU. In event of package consolidation, this number will be the same number that a carrier agent or checker would sign for. When the transportation unit is to be a single container (such as a CONEX or RO/RO trailer), enter "00001." When requesting SEAVANS, enter the number of vans being requested. The total number of SEAVANS requested cannot exceed 150.

Data element number: 9

Number of characters: 4

Field title and entry instructions: CUBE (PRU). Total cube of the PRU expressed in tens of cubic feet; thus, an entry of 4,500 cu. R would be "0450." On containerized traffic, show total cube of container(s) expressed in tens of cubic feet. For vehicles, the cube shown in this field and in data elements 19 Cube (Shipment Unit) (SU) and 20 Weight (SU) will be the cube of the vehicles when reduced for water shipment. The cube when prepared for Continental United States (CONUS) shipment, when different, will be shown in data element 30 Remarks (SU). When the cube exceeds the capacity of this field, divide PRU into two or more requests (see Paragraph C, Step 3).

Data element number: 10

Number of characters: 5

Field title and entry instructions: WEIGHT (PRU). Total shipping weight of the PRU expressed in hundred weight. For example, an entry for 480,000 pounds would be "04800." When weight exceeds the capacity of this field, divide PRU release into two or more requests. (See Paragraph C, Step 3.)

Data element number: 11

Number of characters: 2

Field title and entry instructions: DAILY FLOW FACTOR (PRU). Percent of total PRU weight. To compute the daily flow factor percentage, divide the expected daily flow rate by the PRU total weight. For example, if the daily flow rate is 96,000 pounds for a PRU weight of 480,000 pounds ($96,000 \div 480,000 = .20$), the entry in this field would be "20." In most cases, single shipments will be involved and the entry will be "00" (to be interpreted as 100 percent). In cases where entry is not "00," the numeric percent value of the daily flow factor will be transmitted in the ETRR in the first two positions of data element 13 Remarks (PRU).

Data element number: 12

Number of characters: 1

Field title and entry instructions: Type of special container equipment required. (Leave blank when no special equipment required.)

<u>Code</u>	<u>Description</u>
F	Flatrack, cargo cannot be loaded into open top or dry cargo container.
G	Flatrack, cargo could be loaded in open top or dry cargo container, but loading costs are less if shipped in a flatrack. Describe disability costs in remarks.
O	Open top.
H	High cube container.
I	Insulated dry cargo container.
B	Dry cargo container with liner for bulk, pourable cargo.
T	Tank (liquid) container.
V	Ventilated dry cargo container.
S	Dry cargo container with extended detention or storage at destination anticipated.
R	Refrigerated container.
Q	Shipment is loaded in a Government-owned or leased container. The cargo can be considered a single shipment unit.
U	Shipment is loaded in a Government-owned or leased container. The container with cargo can be considered as a single shipment unit.
Z	Other specialized equipment required. Describe in remarks.

Data element number: 13

Number of characters: (see Note 2)

Field title and entry instructions: REMARKS (PRU). Plain language remarks referring to PRU(s) as a whole. Requestor should also include the shipper's Government Bill of Lading Office Code and Standard Point Location Code (SPLC) codes whenever possible. Remarks are limited to a maximum of five R14 lines/cards. In cases where there is no DODAAC assigned to the shipper, show the shipping point in the R14 line/card. Enter the shipper's name and street address and precede it with "VNDR." As an example, show VNDRJAXBOTTling CO, 123 Elm St., Milwaukee WI. Enter the title, last name, and telephone number of the point of contact (POC) for notification of release information, except for Divisions 1.1 through 1.3 ammunition shipments. The telephone number should be expressed in the following format:

Commercial Area Code: XXX

Commercial Prefix: XXX

DSN Prefix: XXX

Digits: XXXX

Example: Mr. Jones 202 634 288 5789. When material is classified, the degree of classification, such as SECRET or CONFIDENTIAL, will be indicated. Shippers of classified material, however, must comply with applicable security regulations. If shipment is considered suitable for through-container movement, annotate "SEAVAN" in rp 19-24. The next position following "SEAVAN", rp 25, is reserved for a Van Code. Leave rp 26 blank and begin further remarks in rp 27. The requestor will advise the Ocean Cargo Clearance Authority (OCCA) of any

significant change or impediment to loading the cargo in a container at origin. The following codes will be used to describe specific circumstances that may limit source loading in a container.

<u>Van Code</u>	<u>Reason</u>
A	Insufficient quantity of cargo to meet break-even cost factors; however, cargo could be containerized at the water port terminal stuffing facility if combined with other cargo.
B	Excessive density of cargo, however, cargo could be containerized at the water port terminal stuffing facility if mixed with higher cube cargo.
C	Cargo configuration/density not compatible to containers, and in all probability could not be containerized at the water port terminal stuffing facility.
D	Shipper facilities not adequate for source stuffing of containers.
E	Container offering returned by Cargo Booking Office due to no ocean carrier container lift or equipment being available for desired lift period to the Port of Debarkation (POD).
F	Source stuffing requiring door-to-door or on carriage service under shipping contracts is not authorized (e.g., NAF shipments, vendor purchase agreements specifying other than FOB origin) and shipper otherwise declines to stuff and have vans drayed at shipper expense.
G	Show disability costs for loading and shipment preparation that would vary with mode of transportation selected. Provide specifics beginning in rp 27. Format as follows: <ul style="list-style-type: none"> a. Abbreviations. <ul style="list-style-type: none"> (1) LD (local drayage) loading costs. Include labor, blocking, and bracing. (2) Packing. Costs for over packing or other packaging required for different shipment modes. Not normally required for container eligible shipments. (3) DR (Drayage)--Local drayage and switching costs that would not be included in transportation arranged by the Military Traffic Management Command (MTMC). (4) R-Rail. (5) M-Motor. (6) C-Container.

b. Express costs in total dollars for the release, unless other units are more appropriate, then specify units. Examples are \$/CWT (hundred weight), \$/MT (measurement ton), \$/PC (piece), \$/RC (rail car), \$/TR (truck), \$/CR (container).

c. Show cost category, units (if not total cost), and mode. Separate different cost categories with a colon, otherwise one blank. Example: LD \$/CWT 1.09 R .89 C; DR 46 R would mean loading costs of \$1.09/CWT for rail and \$.89/CWT for both container and motor. There is a \$46 cost for rail switching/drayage costs for either motor or container.

- H Contract terms do not allow for source loading. Source loading would require contract modification.
- J Shipper not knowledgeable of container stuffing techniques.
- K Applies to shipments of weight cargo only. Contract specifies palletization appropriate for rail or 20-foot container shipment (that is, pallet height would permit double stacking of pallets). The density of the shipments would preclude a full load in a 40-foot container. Change in palletization would require a contract modification.
- L Applies to shipments of weight cargo only. Contract specifies palletization appropriate for a 40-foot container shipment (that is, pallet height too tall to permit double stacking of pallets). Shipment in a 20-foot container would be under-utilized weight and cube. Change in palletization would require a contract modification.
- M Inspection required in CONUS. Describe further in remarks.
- N Other. Describe further in remarks. Blanks and all other codes. No van code applicable.

Data element number: 14

Number of characters: 16

Field title and entry instructions: SHIPMENT UNIT (SU). This number is obtained from the TCN applicable to the SU. The 17th digit of the TCN (split shipment indicator) is omitted from this entry.

Data element: 15

Number of characters: 6

Field title and entry instructions: OVERSEAS CONSIGNEE (SU). The coded overseas address of the activity designated to receive the SU, as obtained from Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions. For non-MILSTRIP SUs, code will be derived from the DODAAD. If the address is not available in coded form, enter the shipper-service code indicated by the first position of the Transportation Account Code, followed by five zeroes (e.g., N00000) and use data element 30 Remarks (SU) (R24 Request Card) to provide the plain language overseas shipping address of the activity to which shipment unit is ultimately consigned.

Data element number: 16

Number of characters: 1

Field title and entry instructions: FUNDING AGENCY (SU). Code of agency funding the domestic transportation segment. If move is to be on a BL, the agency procuring the material will be coded.

<u>Code</u>	<u>Assignment</u>
A	Army
Y	Army-Air Force Exchange Service
F	Air Force
M	Marine Corps
N	Navy
S	DLA
Z	Coast Guard
D	Other Department of Defense (DOD)
P	Non-DOD

Data element number: 17

Number of characters: 3

Field title and entry instructions: PROJECT CODE (SU). The project code is obtained from MILSTRIP requisitions.

Data element number: 18

Number of characters: 5

Field title and entry instructions: NO. OF PIECES (SU). Number of pieces comprising the SU. (In event of containerization, this number may or may not equal the entry in data element 8 No. of Pieces (PRU).

Data element number: 19

Number of characters: 4

Field title and entry instructions: CUBE (SU). Total cube of SU expressed in tens of cubic feet. If cube is less than 10 feet, insert "1" in this field and show the actual cube in data element 30 Remarks (SU). For vehicles, the cube shown in this entry and in data element 9 Cube (PRU) and 29 Outside Specification (SU) will be the cube of the vehicles as reduced for water shipment. Cube as prepared for CONUS shipment, when different, will be shown in data element 30 Remarks (SU).

Data element number: 20

Number of characters: 5

Field title and entry instructions: WEIGHT (SU). Total shipping weight of SU expressed in hundreds of pounds. If weight is less than 100 pounds, insert "00001" in this field and show the actual weight in data element 30 Remarks (SU).

Data element number: 21

Number of characters: 6

Field title and entry instructions: FREIGHT CLASSIFICATION (SU). Appropriate Standard Transportation Commodity Code (STCC)/National Motor Freight Classification (NMFC) item number. Indicate STCC by entering "S" in first character of field (e.g., "S03567").

Data element number: 22

Number of characters: 2

Field title and entry instructions: RESERVED.

Data element number: 23

Number of characters: 2

Field title and entry instructions: TYPE PACK CODE (SU). The Defense Transportation Regulation (DTR) alphanumeric code for type of packing (see Appendix EE-7). If any package is longer than 15 feet, exceeds eight feet in width or six feet in height, or weighs more than 10,000 pounds, enter instead the number of outsize specification entries (data element 29 (Outsize Specification (SU)) appended to describe the outsize items). Exceptions:

a. Dimensions will be provided in data element 29 Outsize Specification (SU) for all types of wheeled or tracked vehicles and for unitized ammunition, regardless of size.

b. Dimensions are not required for CONEX containers or roll-on/roll-off trailers.

Data element number: 24

Number of characters: 5

Field title and entry instructions: DOD COMMODITY CODE. DTR Water Commodity and Special Handling Codes. (See Appendix DD-12.)

Data element number: 25

Number of characters: N/A

Field title and entry instructions: TRANSIT REFERENCE (deleted).

Data element number: 26

Number of characters: 1

Field title and entry instructions: TRANSPORTATION PRIORITY. (See Figure 203-1.)

Data element number: 27

Number of characters: 3

Field title and entry instructions: RDD. Required Delivery Date (RDD) of SU, expressed as a Julian Date (or code 999 when applicable) when assigned by the requisitioner and perpetuated from MILSTRIP documentation. Use other codes that may appear in the RDD field for requisitions supporting overseas areas. Leave blank unless an RDD or code is assigned by the requisitioner. Do not compute the Standard Delivery Date.

Data element number: 28
 Number of characters: N/A
 Field title and entry instructions: TRANSIT CREDIT DATA (deleted)

Data element number: 29
 Number of characters: 60
 Field title and entry instructions: OUTSIZE SPECIFICATION (SU). Two outsize specification R23 data transactions/lines per SU may be submitted. This data field will be used when data element 23 (Type Pack Code) requires outsize specification entries. Outsize item description for vehicles will include the type and appropriate model designation (e.g., "Truck, utility, 4 x 4½ ton, M606"). Dimensions and cube shown for vehicles will be as reduced for water shipment. Dimensions and cube as prepared for CONUS shipment, when different, will be shown in data element 30 Remarks (SU). The data required for outsize specifications are shown below:

<u>Data Fields</u>	<u>Digits</u>
Number of pieces described in entry (Numeric)	3
Type Pack Code (See Appendix EE-7)	2
Unit weight of described piece (in hundreds of pounds) (Numeric)	3
Unit Code of described piece (in tens of cubic feet) (Numeric)	3
Length in inches (Numeric)	3
Width in inches (Numeric)	3
Height in inches (Numeric)	3
Outside item description	40
TOTAL	60

If further description is necessary, enter "RMK" in this field and enter data in data element 30 Remarks (SU), which is limited to a maximum of three cards. The sum of pieces described in entries will equal number of pieces in the SU. An SU involving vehicles which require export processing will include one of the Vehicle Level of Processing (VLP) codes listed below, as appropriate.

<u>Code</u>	<u>Level of Processing</u>
VLPA A	Level "A" required; processed to level "A" at origin.
VLPAB	Level "A" required; processed to level "B" at origin.
VLPAC	Level "A" required; processed to level "C" at origin.
VLPAM	Level "A" required; processed to manufacturer's commercial practice at origin.
VLPAX	Level "A" required; not processed at origin.
VLPAZ	Level "A" required; processed to modified level "A" at origin (operable).
VLPBB	Level "B" required; processed to level "B" at origin.
VLPBC	Level "B" required; processed to level "C" at origin.
VLPBM	Level "B" required; process to manufacturer's commercial practice at origin.
VLPBX	Level "B" required; not processed at origin.
VLPCC	Level "C" required; processed to level "C" at origin.
VLPCM	Level "C" required; processed to manufacturer's commercial practice at origin.
VLPCX	Level "C" required; not processed at origin.

The VLP code will follow dimensions of wheeled or tracked vehicles when the message format is used. When the format is used, the VLP code will be entered in rps 39-43 of the Outside Specification Data Transaction (R23).

Data element number: 30

Number of character: N/A

Field title and entry instructions: REMARKS (SU).

1. Submit a maximum of 3 remarks cards (R24) referring to the SU.
2. When a SU includes any item of ammunition or explosives, or other hazardous materials (HAZMAT), the following information must be provided in this field. (See Chapter 204 for additional instructions.)
 - a. National Stock Number of each item.
 - b. Net Explosive Weight (NEW) of each SU (in pounds); for example, "NEW 200" (do not enter "Pounds" or abbreviation "lbs").
 - c. Department of Defense Identification Code or Navy Ammunition Logistics Code.
 - d. Department of Transportation (DOT) Proper Shipping Name.
 - e. DOT Identification Number (preceded by UN or NA).
 - f. Storage Class and Storage Compatibility Group prescribed in Department of Defense 6055.9-Standard (STD), DOD Ammunition and Explosives Safety Standard and Army Materiel Command Regulation (AMCR) 385-100, Safety Manual.
 - g. Quantity/round count.
 - h. Coast Guard and DOD classification.
 - i. Sensitive arms, ammunition, and explosives risk category (see Chapter 205).
3. In addition to data specified in 2b above, the following information will be furnished for each shipment of radioactive material:
 - a. Hazard class (Code of Federal Regulations (CFR), Title 49, Transportation, Part 172, Section 101, Purpose and Use of Hazardous Materials Table).
 - b. Pieces, weight, and cube (CFR, Title 49, Transportation, Part 172, Section 202 Description of Hazardous Material on Shipping Papers).
 - c. Radioactive element, radionuclide, and transport group (CFR, Title 49, Transportation, Part 172, Section 203, Additional Description Requirements).
 - d. Description of chemical and physical form of material (CFR Title 49, Transportation, Part 172, Section 203, Additional Description Requirements).

e. Activity (curies, millicuries or microcuries) (CFR, Title 49, Transportation, Part 172, Section 203, Additional Description Requirements).

f. Type label (CFR, Title 49, Transportation, Part 172, Section 203, Additional Description Requirements).

g. Transport index for shipments bearing Radioactive Yellow-II or III labels (CFR, Title 49, Transportation, Part 172, Section 430, Poison Labels).

h. Fissile Class I, II or III, if applicable (CFR, Title 49, Transportation, Part 173, Section 417, Authorized Fissile Materials Packages).

i. International Munitions Compatibility Office Class.

j. Nuclear Regulatory Commission, Export License Number.

k. Net weight of radioactive material.

l. Purpose of product (for example, radio tubes).

m. Level of radiation at surface of package.

n. Level of radiation at one meter from package.

4. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown in the DODAAD and this information must be passed to the terminal authority, enter the initials "POD" in this item, immediately followed by the code symbol for the port as shown in Appendix DD-14, and the authority for the POD exception information. Shipments to Navy PODs are excluded from the exception authority provisions. When POD information is required and automated format is used, make entry in rp 19-24 of the R24 Remarks (SU) Card. When POD information is not required, start general remarks applicable to a SU in card column 19.

5. When the overseas consignee address is not available in coded form for entry in data element 15, enter "OVERSEAS CONSIGNEE" in the item, immediately followed by the plain language overseas address of the activity to which the shipment unit is ultimately consigned.

6. For FMS shipments, enter "SUPPAD" in this item immediately followed by the code symbol for the overseas activity as found in rp 45-50 of the MILSTRIP requisition.

Data element number: 31

Number of characters: 2

Field title and entry instructions: MTMC REFERRAL SYMBOL. Alphanumeric code assigned by MTMC for perpetuation on terminal authority Export Traffic Acceptance.

Data element number: 32

Number of characters: 6

Field title and entry instructions: FILE IDENTIFIED. Unique validating file identifier, assigned by MTMC, which controls ETR processing and shipment.

Components

Digits

MTMC Identifier:

D -Deployment Support Command	1
File Serial Number	5
Total	6

Data element number: 33

Number of characters: 14

Field title and entry instructions: Reserved

Data element number: 34

Number of characters: 3

Field title and entry instructions: PORT OF EMBARKATION. DTR coded designation of CONUS port through which cargo is to move. (See Appendix DD-14.)

Data element number: 35

Number of characters: 3

Field title and entry instructions: TERMINAL ARRIVAL DATE. Julian Date by which transportation unit is to be received at terminal. Movement and routing will take account of this, but will be planned so that delivery is not earlier than 5 work days before this date.

Data element number: 36

Number of characters: N/A

Field title and entry instructions: REMARKS (CONSIGNMENT). Instructions for effecting proper land-water terminal coordination. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown therein, and this information must be passed to the shipper, enter the initials "POD" in the first three columns followed by the code symbols for the port, as shown in Appendix DD-14. When routing is for through-bill or through-container movement, include necessary instructions and through-bill issuing advice and single fund citation.

Data element number: 37

Number of characters: 13

Field title and entry instructions: ETR NUMBER. A unique release identifier comprised of information needed by the shipper and for recovery of release and request information. ETR number components are provided below.

<u>Components</u>	<u>Digits</u>
-------------------	---------------

MTMC Identifier:

D—Deployment Support Command	1
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<u>Cargo Category:</u>	1
------------------------	---

C--General

A--Ammunition

F--FMS

V--Containers

Julian Date Due at Terminal (see 35)	3
--------------------------------------	---

File Serial Number (see 32)	5
-----------------------------	---

Funding Agency (see 16)	1
-------------------------	---

Port of Embarkation (see 34)	3
------------------------------	---

TOTAL	14
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Data element number: 38

Number of characters: 7

Field title and entry instructions: DATE/TIME OF RELEASE. Date/Time Group of release action by MTMC for construction, see data element 3 (Requester Identifier).

Data element number: 39

Number of characters: N/A

Field title and entry instructions: Reserved.

Data element number: 40

Number of characters: 4

Field title and entry instructions: RATE/CWT. Tariff or tender rate per cwt applicable to the MTMC routing. If rate used in routing applies on other than a cwt, factor and enter the rate(s) and applicable factor (e.g., mileage, net ton) in the R54 card/line remarks field.

Data element number: 41

Number of characters: 3

Field title and entry instructions: MINIMUM WEIGHT. Minimum weight (in thousands of pounds) applicable to rate used in routing (including applicability of "R" for classification rule). Example: for 38,000 lbs., enter "038". Leading zeros will be entered automatically by the computer.

Data element number: 42

Number of characters: 1

Field title and entry instructions: TYPE EQUIPMENT TO ORDER. Coded designation of type of carrier equipment (including capacity and size) to be ordered by shipper (codes are shown in Paragraph B below). If an appropriate code has not been assigned, insert "X" in field and enter plain language specifications in data element 48 (Remarks) for routing instruction.

Data element number: 43

Number of characters: 2

Field title and entry instructions: No. CL-TL. Number of carloads or truckloads anticipated to be shipped based on MTMC routing.

Data element number: 44

Number of characters: 1

Field title and entry instructions: TYPE RATE. Coded designation of type of rate used for routing.

<u>Code</u>	<u>Type Rate</u>
1	Section 10721 Tender
2	Commodity tariff rate
3	Exception tariff rating
4	Class tariff rate
9	Not identifiable
5	Other Specify in data element 48 (Remarks)

Data element number: 45

Number of characters: 8

Field title and entry instructions: TARIFF OR SPECIAL RATE AUTHORITY. MTMC designation of tariff authority. Enter "RMKS" and use data element 48 (Remarks) for detailed explanation. This entry will be perpetuated on the BL by the shipper.

Data element number: 46

Number of characters: 28

Field title and entry instructions: ROUTING. Enter the four-digit Standard Carrier Alpha Code (SCAC) as published in the SCAC Directory, for up to eight carriers shown in routing. Some carriers are assigned a SCAC containing less than four digits, therefore, begin carrier designation on every fourth digit after entering the first SCAC; leave any unused columns blank. If more space is needed, enter "RMKS" in last four positions of this field and use data element 48 (Remarks) for explanation.

Data element number: 47

Number of characters: N/A

Field title and entry instructions: GBL NOTES. Coded or plain language notes that must appear on the BL. (See Chapter 206)

Data element number: 48

Number of characters: N/A

Field title and entry instructions: REMARKS. Coded or plain language instructions necessary for routing or making a shipment. Furnish appropriate SPLCs as published in the SPLC

Directory for the shipping and destination point entries on the BL. SPLC codes may also be obtained from the appropriate TFG.

Data element number: 49

Number of characters: 1

Field title and entry instructions: LIGHTERAGE. Entry designates if free lighterage applies under terms of a tariff or tender. Enter "1" if free lighterage applies. Enter "0" if lighterage does not apply.

Data element number: 50

Number of characters: 2

Field title and entry instructions: PERMITTING UNDER EMERGENCY CONDITIONS. The ETR number, data element 37, will be used during national, regional, or local emergencies.

When an ETR is issued as a permit or as an exception to embargoes declared by Government agencies, the shipper services or commercial carrier(s), it will be prefixed with the added symbol "DD" in this field. Port Storage Forwarding Permits will show the numerical identification of the Federal Emergency Management Agency (FEMA) region where the MTMC permit issuing office is located in lieu of the MTMC Deployment Support Command identifier code required in data element 37 (Export Traffic Release Number). See Chapter 201 for further guidance on routing under emergency conditions.

Data element number: 51

Number of characters: 2

Field title and entry instructions: SHIPMENT UNIT SEQUENCE NUMBER. Identifies all lines or cards associated with a specific SU. Assign number 01 to first SU and associated lines or cards, 02 to second SU and associated lines or cards, and so forth.

Data element number: 52

Number of characters: 2

Field title and entry instructions: TOTAL CARDS OR LINES IN REQUEST OR RELEASE.

Card count will include only those cards or lines containing an "R" document identifier. For example, for a message request containing one R11, two R14, and one R21 data lines, total lines in request would be "04". Number shown in this field should coincide with number entered in data element 53 (Card or line sequence number) of the last "R24" data transaction in the request.

Data element number: 53

Number of characters: 2

Field title and entry instructions: CARD OR LINE SEQUENCE NUMBER. Assign a number in numerical sequence to each card or line bearing an "R" document identifier. The sequence number of the R11 data transaction will always be 01. (Note: When more than one R14, R21, or R24 data transaction is used, insure that the transaction sequence number is maintained and properly recorded.)

Data element number: 54

Number of characters: 1

Field title and entry instructions: AMPERSAND. A unique character to be used in message transmissions whenever data lines end prior to the allocated space. The R11 data transaction will always contain an ampersand (&) in rp 45 preceding data element 52 (total data transactions or lines in request or release). (Exception: In SEAVAN requests, the ampersand will appear in rp 50 of the R11 card). The R14, R23, and R24 lines will contain an ampersand preceding data element 53 (card or line sequence number) when any of the available positions are not used. The R21 line is always complete; therefore, an ampersand will never be required in this line.

Data element number: 55

Number of characters: 1

Field title and entry instructions: SEAVAN REQUEST. Insert "V" in rp 49 of R11 data transaction to identify SEAVAN requests.

Data element number: 56

Number of characters: 5

Field title and entry instructions: NUMBER OF VANS REQUIRED. Used in SEAVAN requests to show number of vans required. No more than 150 vans may be requested on a single request.

Data element number: 57

Number of characters: 1

Field title and entry instructions: SIZE OF VANS REQUIRED. Used in SEAVAN requests to show size of vans required. Use the following codes: Y--small (up to 32 feet), Z--large (over 32 feet). (When a specific size container is required, see Paragraph D of this Appendix, Step 1).

Data element number: 58

Number of characters: 3-5

Field title and entry instructions: CARGO CODE. Used In SEAVAN requests to show DTR type of cargo and cargo exceptions code (see Appendices DD-12 and DD-13).

Data element number: 59

Number of characters: 3

Field title and entry instructions: PORT OF DEBARKATION (POD). DTR code symbol for the overseas POD (see Appendix DD-14).

Data element number: 60

Number of characters: 1

Field title and entry instructions: MODE. Transportation mode to be used for shipment. Use following codes, as appropriate: P--Through BL; V--SEAVAN.

Data element number: 61

Number of characters: 2

Field title and entry instructions: TYPE OF PACK (use type of Pack Code from Appendix EE-7).

Data element number: 62

Number of characters: 17

Field title and entry instructions: TRANSPORTATION CONTROL NUMBER (TCN).

SEAVAN TCN as assigned by Cargo Booking Office. Make-up of TCN is shown in Appendix CC-1.

Data element number: 63

Number of characters: 3

Field title and entry instructions: ENDING SERIAL NUMBER. Last SEAVAN serial number assigned by Cargo Booking Office (see Paragraph E, note 4).

Data element number: 64

Number of characters: 1

Field title and entry instructions: DELAY CODES. The following delay codes are provided to the requester on the Required Terminal Delivery Date (RTD) output provided to the customer whenever the ETRR can not be processed in a routine manner.

<u>Delay Codes</u>	<u>Reason</u>
A	Insufficient/erroneous information in request.
C	Waiting confirmation of booking.
D	Infrequent ocean lift.
F	Offered to other area.
G	Terminal congestion-port hold.
H	Pending acceptance of hazardous cargo.
J	Service hold.
K	Theater hold.
L	Time standard (includes weekend or holidays).
M	Volume movement/rate negotiations.
N	Pending foreign flag approval.
R	Pending rating/routing.
T	Cargo availability excess of 10 days.
U	TP3 shipment released three work days.
V	FMS cargo awaiting booking by purchasing government representative.

Data element number: 65

Number of characters: 1

Field title and entry instructions: CANCEL CODE. Code is provided in the MTMC-generated RT1 response to provide the requester with reason for cancellation of ETRR. Codes and explanation are listed below:

<u>Code</u>	<u>Explanation</u>
A	Cargo not available.
B	Airlifted.
D	Plain language reason(s) that cause a cancellation.
E	Alaska cargo.
G	Canceled per requester.

L	Domestic shipment.
M	Requester in other area.
R	Submitted incorrectly. Not in compliance with this regulation. Resubmit.

Data element number: 66

Number of characters: 1

Field title and entry instructions: MODE OF TRANSPORTATION CODE. The method of shipment code as found in Appendix DD-8.

Data element number: A

Number of characters: 2

Field title and entry instructions: STATE/POSSESSION CODE. May be used in "REMARKS" fields.

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
01	Alabama	33	New York
02	Alaska	34	North Carolina
03	Arizona	35	North Dakota
04	Arkansas	36	Ohio
05	California	37	Oklahoma
06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	<u>Possessions:</u>	
22	Massachusetts		
23	Michigan	52	American Samoa
24	Minnesota	53	Guam
25	Mississippi	54	Puerto Rico
26	Missouri	55	U.S. Virgin Islands
27	Montana	56	Marshall Islands
28	Nebraska	57	Midway Island
29	Nevada	58	Wake Island
30	New Hampshire		
31	New Jersey		
32	New Mexico		

B. RELEASING AUTHORITY AND POC FOR SUBMITTAL OF EXPORT TRAFFIC RELEASE REQUESTS

The releasing authority is MTMC Deployment Support Command (DSC).		
Shipper activity is located in --	And when the means of communication is	The POC is --
Alabama Alaska Arizona Arkansas	Automated	CDR MTMCDSC FT EUSTIS VA//MTDC-OP//
California Colorado Connecticut Delaware	Message	CDR MTMCDSC FT EUSTIS VA//MTDC-OP//
District of Columbia Florida Georgia Idaho Illinois Indiana	Mail	Commander, MTMC Deployment Support Command ATTN: MTDC-OP 661 Shepherd Place, Ft. Eustis VA 23604-5078
Iowa Kansas Louisiana Kentucky Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri		DSN 927-8547 Commercial (757) 878-8547 Notify answering operator: “This is an export traffic release request”.

The releasing authority is MTMC Deployment Support Command (DSC) (Cont')		
Shipper activity is located in --	And when the means of communication is	The POC is --
Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming	Automated	CDR MTMCDSC FT EUSTIS VA//MTDC-OP//
	Message	CDR MTMCDSC FT EUSTIS VA//MTDC-OP//
	Mail	Commander, MTCM Deployment Support Command ATTN: MTDC-OP 661 Shepherd Place, Ft. Eustis VA 23604-5078
	Telephone	DSN 927-8547 Commercial (757) 878-8547 Notify answering operator: "This is an export traffic release request."

NOTE:

1. Outside CONUS ETRR will be submitted to the OCCA designated in Appendix CC-7.

C. INSTRUCTIONS FOR SUBMITTAL OF ETRR (NON-CONTAINERIZED SERVICE)

Step 1:

Objective: Prepare shipment unit header data. Instructions (See Notes 1 and 2): Prepare SU header data for each SU to be included in the ETRR. Data elements 14, 21, 23, 26, and 27 may be transcribed from the shipment planning work sheet. Data element 24 (DOD commodity code) is obtained from Appendix DD-12/13.

Step 2:

Objective: Prepare transit credit, outsize specification, and remarks data. Instructions (See Notes 1 and 2): Prepare data for:

1. Outsize Specifications. If an SU has any of the characteristics of an outsized item (article of freight more than 15 feet long or 8 feet wide or 6 feet high, or weighing more than 10,000 pounds).

- a. Data element 29 Outsize Specification (SU) will be completed to reflect all dimensions and the weight of the outsized item.

- b. Data element 23 Type Pack Code (SU) will be revised to show the number of outside specification entries.

2. HAZMAT. When ammunition explosives or other HAZMAT are involved, identify these articles in accordance with data element 30 Remarks (SU).

3. Remarks. Essential plain language remarks will be stated in accordance with data element 30 Remarks (SU).

Step 3:

Objective: Selection of one or more shipment units for nomination as elements of a Proposed Release Unit. Instructions (see Notes 1 and 2):

1. Select SUs for inclusion in a PRU based on the principles of consolidation prescribed in Chapter 203. In addition, a PRU may include the following:

- a. One or more SUs intended for movement to the designated water terminal as a single shipment, except that each ETRR for movement to an ammunition out-loading port must only include shipments for one country.

- b. A single requisition intended to move in several increments.

2. On the basis of the included SUs necessarily consistent with data elements 5 (Date Available) and 6 (Lading Terms Code), data elements 7 through 11 are calculated and entered in the (PRU) Header Data; data element 13 Remarks (PRU) may include remarks pertaining to the entire PRU. Whenever the cube or weight of a PRU exceeds the capacity of data elements nine Cube (PRU) or 10 Weight (PRU) fields, the PRU should be divided into two or more requests, each cross-referenced to the other in data element 13 Remarks (PRU). Example: If total weight

is 12,000,000 lbs. and total cubic feet is 160,000, make two requests—each for 6,000,000 lbs. and 80,000 cu. ft.

Step 4:

Objective: Arrangement of Shipment Units. Instructions (see Notes 1 and 2):

1. Arrange the included SUs in the sequence prescribed for TCNs as prescribed in the DTR and, taking into account only those card lines actually bearing information for transmittal, number (in sequence) the lines or cards of the request in the last two data columns.

2. After numbering, recheck numbers and enter last number used in data field of the PRU Header Data labeled “Total Lines in Request” or “Total Data Transactions in Request”. Data elements 1 (Document Identifier), 2 (Requester), and 4 (Shipper), are entered after checking the data included in the request for accuracy of content and adherence to prescribed format. Data element 3 (Requester Identifier) is the last item entered and should coincide with the time accepted for transmission by local communications elements. Data elements 2 (Requester) and 3 (Requester Identifier) should be duplicated on all cards in the request.

3. When texts of ETRRs are prepared off-line for later transmission, the anticipated time of release may be used, always protecting the necessary uniqueness of this identifier. The entry will be used by MTMC to evaluate the speed of the in-bound phase of the communications cycle; when it differs substantially from the time of receipt by MTMC, the requester will be notified. However, this identifier is not the time against which response is measured in the offering, acceptance, and release cycle. Steps 1 through 4 apply to preparation of the content of all ETRRs. The format used depends upon the means of communication to be used in the transmittal (Step 5).

Step 5:

Objective: Transmittal. Instructions (see Notes 1 and 2):

1. The format for an ETRR is prescribed in Figure U-1.

2. POCs for the MTMC DSC releasing authority are prescribed in Paragraph B of this Appendix.

3. The message content for text transmittal begins with the first character of the Document Identifier (data element 1) (always the letter “R”) and ends with the last line/card sequence number of the particular ETRR. The message content may be preceded or followed by any message elements prescribed in regulations governing the means of communication used. Line integrity will be protected during transmission, but prescribed page numbers may be inserted within the message content for teletypewriter transmittal.

NOTES:

1. Data elements are explained in Paragraph A of this Appendix.
2. Positions not used in table PRU and SU header data will be filled with:
 - a. Zero when the position(s) is normally used exclusively for numeric data.
 - b. "X" when the position(s) is normally used for either alpha or numeric data.

**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF
NON-CONTAINERIZED SHIPMENT INFORMATION**

FROM: CDR ANAD ANNISTON AL

TO: CDR DEPLOYMENT SUPPORT COMMAND//MTDC-OPS-O

SUBJECT: EXPORT TRAFFIC RELEASE REQUEST

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (54) (52) (53)
R11 B00250 2910938 919405 291 B 02 00011 0049 00216 00 & 04 01

(1) (12) (13) (54) (53)
R14 XX SHIPMENT MUST MOVE BY THURSDAY A & 02 (See Notes 2 & 3)

(1) (51) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24)
R21 01 N6286392788077XX N62863 N 000 00011 00049 00216 43949 00 PT 700Z9
(25) (26) (27) (53)
0 3 228 03 (See Note 4)

(1) (51) (29) (54) (53)
R22 01 400326 NY BROOKLYNXX 60332000 2000 1 1 ABC TRUCKING ABCT & 04
(See Notes 2 & 5)

(1) (51) (29) (54) (53)
R23 01 001 PT 011 012 101 084 075 OUTSIZE WIDGETS ON PALLET & 05 (See Notes 2
& 6)

(1) (51) (30) (54) (53)
R24 01 DELIVER TO DOOR 34 & 06 (See Notes 2 & 7)

NOTES:

1. Numbers in parentheses correspond to data element numbers in Paragraph A of this Appendix.
2. Use only if applicable.
3. Limit remarks pertaining to entire proposed release unit (R14) to a maximum of five lines.
4. Use a separate line for each shipment unit.
5. Limit transit credit date (R22) entries to a maximum of two lines.
6. Limit outsize specification (R23) of shipment unit to a maximum of two lines.
7. Limit remarks applicable to shipment unit (R24) to a maximum of three lines.

Figure U-1. Sample Format for Electronic Transmission of Non-Containerized Shipment Information

**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETR FOR
NON-CONTAINERIZED SHIPMENT**

CDR DSC FT EUSTIS VA
CDR LCAAP INDEPENDENCE MO

SUBJECT: EXPORT TRAFFIC RELEASE (NON-CONTAINERIZED SHIPMENT)

UNCLAS

(1) (2) (3) (4) (50) (37) (38) (64) (66) (54) (52) (53)
R51 1A58QLV 0952315 A58QLV XX EA10642525A1N4 0991245 L B & 06 01

(1) (12) (21) (22) (40) (41) (42) (43) (44) (45) (46)
(54) (55)
R52 XX U05980 00 0178 400 0 01 1 SPFFC207 MP--SOU-ACL-RMKS & 02

(1) (12) (47) (54) (53)
R53 XX BILL OF LADING RIN115231123 & 03

(1) (12) (48) (54) (53)
R54 XX RIR JUNCTION POINTS MEMPHIS COLUMBUS & 04

(1) (12) (36) (54) (53)
R55 XX CIR 1N4 MOT SUNNY POINT NC FOR AS36 & 07

(1) (12) (36) (54) (53)
R55 XX CIR TAP NET 101 NLT 106 & 08

NOTES:

1. Numbers in parentheses correspond to data element numbers in Paragraph A of this Appendix.
2. Ammunition not shipped in containers is a breakbulk movement.

Figure U-2. Sample Format for Electronic Transmission of ETR for Non-Containerized Shipment

D. ETRR FOR CONTAINER SERVICE

Step 1:

1. Use the same formats for non-containerized cargo requests (Figures U-1 and U-2) modified by the procedures in Paragraph 2.b. below and Steps 2, 3, and 4.
2. Specific size containers may be requested when required by the characteristics of the cargo or for other operational requirements. When a required quantity and type (large or small) container(s) is needed, include the following data in the abbreviated ETRR.
 - a. If a specific size container is requested, the size requested shall be shown in data element 13 Remarks (PRU) (R14 data transaction), with a complete description of the cargo, including description of the commodity and actual dimensions, weight and cube, or a concise statement of the operational requirement or other reason making use of a specific size container necessary.
 - b. Date cargo available for loading at source.
 - c. Activity address code of consignee.
 - d. Priority and RDD, if applicable.
 - e. Whether cargo is sensitive or requires protective handling.

Step 2:

Provide additional required data elements as follows:

<u>Data</u>	<u>Data</u>	<u>Field title or entry</u>	<u>Record</u>
<u>Transaction</u>	<u>Element</u>	<u>Instruction</u>	<u>Position</u>
R11	56	Number of Vans Required	29-33
R11	55	“V” to identify as SEAVAN Request	49
R21	19	Cube (SU)	50-53
R21	20	Weight (SU)	54-58
R21	57	Size of Vans Required	67
R21	58	Cargo code	72-73

Step 3:

The following data are omitted from an ETRR for container service (except under the conditions described in Step 4).

<u>Data</u> <u>Transaction</u>	<u>Data</u> <u>Element</u> <u>Number</u>	<u>Field title or entry</u> <u>Instruction</u>	<u>Record</u> <u>Position</u>
R11	7	Shipment Units	27-23
R11	9	Cube (PRU)	34-37
R11	10	Weight (PRU)	38-42
R11	11	Daily Flow Factor (PRU)	43-14
R21	14	Shipment Unit (SU)	19-34
R21	18	Number of Pieces (SU)	45-49
R21	21	Freight Classification (SU)	59-64
R21	23	Type Pack Code	67-68
R21	24	DOD Commodity	69-73

Step 4:

When an ETRR for container service covers shipments moving in straight commodity loads or shipments moving from a transit point, and the weight of a single commodity exceeds 10,000 pounds in a shipment consisting of one or more containers, the following data elements must be included.

1. Data Element 21 Freight Classification (SU).
2. Data Element 20 Weight (SU).

Step 5:

Submit to MTMC DSC releasing authority (Paragraph B of this Appendix). Allow as much lead-time as possible.

* Data elements are explained in Paragraph A of this Appendix.

**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETRR
MESSAGE FOR A CONTAINER SHIPMENT**

FROM: CDR NCAD NEW CUMBERLAND PA

TO: CDR DEPLOYMENT SUPPORT COMMAND//MTDC-OPS-O

SUBJECT: EXPORT TRAFFIC RELEASE REQUEST

(1) (2) (3) (4) (5) (6) * (56) * * * * (55) (54)
R11 A25HAT 2541703 A25HAT 257 A 00 00001 0000 00000 00 0000 V &

(52) (53)
02 01

(1) (51) * (15) (16) (17) (18) (19) (20) * (57) * (24)
R21 01 0000000000000000 AK4B22 A ZTB 00085 0090 00075 00000000 Y 0 700Z9

* (26) (27) (53)
0 3 302 02

NOTES:

1. Numbers in parentheses correspond to data element in Paragraph A of this Appendix.
2. Fill fields designated by an asterisk (*) with zeros only.
3. Use separate line for each shipment unit.

**Figure U-3. Sample Format for Electronic Transmission of ETRR Message for a
Container Shipment**

**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETR FOR
A CONTAINER SHIPMENT**

CDR DEPLOYMENT SUPPORT COMMAND//MTDC-OPS-O
CDR NCAD NEW CUMBERLAND PA

UNCLAS

SUBJECT: EXPORT TRAFFIC RELEASE

(1) (2) (3) (4) (50) (37) (38) (64) (66) (54) (52) (53)
R51 A25HAT 2541703 A25HAT XX EV26584225A1L1 2591800 L V & 09 01

(1) (12) (21) (22) (40) (41) (42) (43) (44) (45) (46) (54) (55)
R52 XX 000000 00 RMKS 000 A 10 4 RMRKSP69 PRESTONTRKGCOC/ & 04
09875USLINES

(1) (12) (47) (54) (53)
R53 XX BILL OF LADING RIN115134 & 03

(1) (12) (48) (54) (53)
R54 XX RIR RELEASED FOR LOADING AT ORIGIN BY USLINES CONTAINERSVC &
04

(1) (12) (48) (54) (53)
R54 XX RIR RATED \$31.25 PER MT AT 21 MIN MT USLINES TGBL NO.9 & 05

(1) (12) (48) (54) (53)
R54 XX RIR TCN A25HAT-0537-V055-MM2V055 & 06

(1) (12) (36) (54) (53)
R55 XX CIR ARR AT 1L1 5265 ETD 267 ETA JG1 277 CAR BK. MLA 33764 & 07

(1) (12) (36) (54) (53)
R55 XX CIR 1L1 BALTO MD TAP B 265 USLINES C/O BERTH 8 DUNDALK MD & 08

(1) (56) (57) (34) (59) (60) (61) (62) (63) (54) (53)
R56 011 20 1L1 JG1 V ZC A25HAT0537V055MM2 066 & 09

NOTE: Numbers in parentheses correspond to data elements in paragraph A of this Appendix.

Figure U-4. Sample Format for Electronic Transmission of ETR for a Container Shipment

E. EXPORT TRAFFIC RELEASE FOR CONTAINER SERVICE (NOTE 1)

Rp: 1-3

Data Element Number (Note 2): 1

Field Title or Entry Instructions: Document Identifier

Remarks: R56 data transaction

Rp: 4-9

Data Element Number (Note 2): 2

Field Title or Entry Instructions: Requester

Remarks: From rp 4-16 of ETR data transaction

Rp: 10-16

Data Element Number (Note 2): 3

Field Title or Entry Instructions: Requester Identifier

Remarks: R11 data transaction

Rp: 17-19

Data Element Number (Note 2): 56

Field Title or Entry Instructions: Number of Vans Required

Remarks: From rp 31-33 of R11 data transaction

Rp: 20-21

Data Element Number (Note 2): 57

Field Title or Entry Instructions: Size of Vans Required

Remarks: (Note 3)

Rp: 22-24

Data Element Number (Note 2): 34

Field Title or Entry Instructions: Port of Embarkation

Remarks: N/A

Rp: 25-27

Data Element Number (Note 2): 59

Field Title or Entry Instructions: Port of Debarkation

Remarks: N/A

Rp: 28

Data Element Number (Note 2): 60

Field Title or Entry Instructions: Mode

Remarks: P--Through-BL, V-SEAVAN

Rp: 29-30

Data Element Number (Note 2): 61

Field Title or Entry Instructions: Type of Pack

Remarks: First position always Z

Rp: 31-47
Data Element (Note 2): 62
Field Title or Entry Instructions: Transportation Control Number
Remarks: See Appendix CC-1

Rp: 31-36
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Shipping activity
Remarks: From rp 4-9 or R11 data transaction

Rp: 37-40
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Voyage Number
Remarks: N/A

Rp: 41
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: V
Remarks: Denotes SEAVAN TCN

Rp: 42-44
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Serial number assigned by MTMC DSC
Remarks: (Note 4)

Rp: 45-46
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Terms of carriage for SEAVAN
Remarks: See Appendix DD-10

Rp: 47
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Type of SEAVAN
Remarks: N/A

Rp: 48-50
Data Element Number (Note 2): 63
Field Title or Entry Instructions: Ending Serial Number assigned by MTMC DSC
Remarks: N/A

Rp: 51-78
Data Element Number (Note 2): N/A
Field Title or Entry Instructions: Remarks
Remarks: Plain language information

NOTES:

1. ETR issued in response to request for container service will include an additional (R56) data transaction. This record is used exclusively for an ETR for container service.
2. Data elements are explained in Paragraph A of this Appendix.
3. Multiple R56 data transactions will be used when van sizes vary within one release unit.
4. Rp 42-44 will show the serial number assigned for one van (shown as "001" in rp 17-19). If rp 17-19 entry is for more than one van, rp 42-44 will show the first serial number assigned, and rp 48-50 will show the last serial number assigned. Example: Four vans are to be used rp 17-19 show "004", rp 42-44 show the first serial number assigned (e.g., "069"), and rp 48-50 show the last serial number assigned (e.g., "072").

F. DELAY OF ETR

Rp: 1-3
Data Element Number: 1
Field Title or Entry Instructions: Document Identifier
Remarks: RTD

Rp: 4-16
Data Element Number: 3
Field Title or Entry Instructions: Requester Identifier
Remarks: From R11

Rp: 17-24
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Rp: 25-29
Data Element Number: 32
Field Title or Entry Instructions: File Identifier
Remarks: Assigned by the MTMC DSC

Rp: 30
Data Element Number: N/A
Field Title or Entry Instructions: Blank
Remarks: N/A

Rp: 31-35
Data Element Number: N/A
Field Title or Entry Instructions: Projected day of release
Remarks: Two-position year and three-position Julian Date

Rp: 36-77

Data Element Number: N/A

Field Title or Entry Instructions: Plain language reason for delay of release

Remarks: N/A

Rp: 78

Data Element Number: N/A

Field Title or Entry Instructions: Blank

Remarks: N/A

Rp: 79-80

Data Element Number: N/A

Field Title or Entry Instructions: Always "01"

Remarks: N/A

NOTE: Data elements are explained in Paragraph A of this Appendix.

G. CANCELLATION OF ETR

Rp: 1-3

Data Element Number: 1

Field Title or Entry Instructions: Document Identifier

Remarks: RT1

Rp: 4-16

Data Element Number: 3

Field Title or Entry Instructions: Requester Identifier

Remarks: From R11

Rp: 17-22

Data Element Number: 4

Field Title or Entry Instructions: Shipper

Remarks: From R11

Rp: 23

Data Element Number: N/A

Field Title or Entry Instructions: MTMC DSC providing data

Remarks: E--DSC

Rp: 24

Data Element Number: N/A

Field Title or Entry Instructions: Blank

Remarks: N/A

Rp: 25
Data Element Number: 65
Field Title or Entry Instructions: Cancel Code
Remarks: N/A

Rp: 26-30
Data Element Number: 32
Field Title or Entry Instructions: File Identifier
Remarks: Assigned by the MTMC DSC

Rp: 31-77
Field Title or Entry Instructions: Plain language reason(s) for cancellation, if Cancel Code “D”
is used in rp 25
Remarks: N/A

Rp: 78-80
Field Title or Entry Instructions: Port to which cargo was released
Remarks: Use DTR codes

NOTE: Data elements are explained in Paragraph A of this Appendix.

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